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| **Project Name:** |  |
| **Project Number:** |  | **Requestor’s Name:**  |  |

| **Name of New Report: Example: “Grade Validation Report”** |  |
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| **Report Elements** | ***Explanation of Report Element*** | ***Example of Report Element*** | **New Report Requested Information** |
| Primary Source System(s) | *An indicator of the module(s) that is most related to the generation of the report (e.g., Student, Finance, HR, Financial Aid, Library)* | *“Student”* |  |
| Primary Purpose | *Explanation of the business need that is being served by the report* | *“Hardcopy report that is sent to each faculty member so that he/she can validate the grades that were assigned to each student.”* |  |
| Consumer(s) | *A list of the constituent(s) who are recipients of the report* | *“Faculty”* |  |
| Security Group(s) that can View Data | *Security role(s) that will have authorization to view the information on this report “on-line”.* | *“Department-Chair, All-Faculty”* |  |
| Period and Frequency | *The timing of report generation (e.g., daily, monthly, annually, on-demand)* | *“End of each term”* |  |
| Importance | *An indication, on a scale of 1 to 5, of the criticality of the report (e.g., 1 = regulatory compliance)* | *“4”* |  |
| Distribution Method(s) | *The delivery mechanism(s) that are used to provide the consumer(s) with the report (e.g., hardcopy, electronic file)* | *“Hardcopy”**“On-Line Query”* |  |
| Primary Manager(s) | *An indicator of who is responsible for the successful use of the report.* | *“Registrar”* |  |
| Fields / Columns to be Included on Report | *Identify all the specific data fields / columns desired on the report and the labels to be included.* | *“Student Name, Student ID, Semester/Year, Course ID, Course Name, Grade”* |  |
| Sort Requirements | *Identify the fields / columns that should allow sort capability, and the type of sort options/order.*  | *“Course Name within Student Name”**“Grade within Course ID, within Student ID”* |  |
| Totals to be Calculated | *Identify the fields / columns that should be totaled and the label to be included.* | *Total the number of students listed for each faculty person.* |  |
| Parameters | *Indicate the selection criteria for the type of information to be generated on the report.*  | *Extract only records where Course ID begins with “1”*  |  |